

## **5108 - E.M.S. TRAINING COORDINATOR**

### **NATURE OF WORK**

This is advanced technical and administrative work coordinating and providing training for the certification and re-certification of Fire Department personnel involved in providing emergency medical services.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Develops emergency medical service (EMS) training and in-service programs, based on State Certification criteria, so as to provide continuing educational credits for the recertification of Paramedics and Emergency Medical Technicians.

Maintains records of certification and recertification of EMT and Paramedic personnel, in the Fire Department, so as to provide the necessary curriculum, either in-house or elsewhere, to meet each such employee's certification/recertification requirements.

Prepares schedules for the various classes, coordinating with other Divisions of the Fire Department, area hospitals, other fire departments, and the Community College, as well as for community and inter-departmental lectures and CPR courses.

Assists in developing related audio-visual programs.

Establishes testing procedures for the departmental certification process.

Teaches EMS courses to Fire Department personnel, as well as other in-service courses to other department employees and to community groups.

Keeps abreast of changes in State EMS Law, protocol and procedural changes, and latest techniques in the EMS field as practiced by local hospitals and other fire departments.

Develops instructors within the Fire Department to teach in-service courses.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of paramedic and EMT practices.

Considerable knowledge of Advanced life Support and Basic Life Support systems.

Considerable knowledge of the certification process for paramedics and EMT personnel.  
Considerable knowledge of State laws and rules governing EMS practices and provider responsibilities.

Knowledge of practices and techniques of adult education.

Ability to develop and instruct Paramedic and EMT programs.

Ability to perform under stressful circumstances and to establish and maintain effective working relationships with other Fire Department personnel, City Officials, officials of other agencies, and the general public.

Ability to communicate effectively, both verbally and in writing, to individuals and to groups.

### **MINIMUM REQUIREMENTS**

## **5108 - E.M.S. TRAINING COORDINATOR**

**Current certification as a Paramedic, Paramedic Instructor, ACLS Instructor, and BLS Instructor Trainer. Five (5) years experience as a Paramedic including two (2) years experience as a Paramedic Instructor or equivalent. Familiarity with and ability to teach Paramedic/EMT training modules. DESIRES: Associates Degree in Emergency medical Services or R.N. Degree. Current Instructor status in Pediatric Advance Life Support (PALS) and/or Advanced Pre-Hospital Trauma Life Support (PHTLS).**

### **PHYSICAL REQUIREMENTS**

**Must have physical capability to lift and carry or drag people and objects weighing in excess of 150 pounds; ability to bend, stoop, stretch, climb and crawl into confined spaces while wearing approximately 70 pounds of protective clothing and equipment. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.**

### **SUPERVISION RECEIVED**

**General direction and priorities are received from an Assistant Fire Chief. Problems concerning costs and personnel scheduling are referred to the Division Chief for decisions and implementation assistance. Work is performed with considerable latitude for the use of independent judgment in the selection of work methods and procedures and is subject to review for compliance with departmental standards.**

### **SUPERVISION EXERCISED**

**Usually none.**

**Rev.11/98**